

**SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**ATTACHMENT J-8.C.1.3 Minimum Qualifications of Personnel**

## **I. QUALIFICATIONS OF KEY PERSONNEL**

The requirements for key personnel are as follows:

**Principal Project Manager:** Must have at a minimum of a Bachelor's Degree from an accredited school and over 15 years of project management experience. Must have the ability to manage and direct large and complex maintenance, constructions, and information technology projects. Must demonstrate an innovative and pro-active project management approach along with strong verbal and written communication skills. Responsible for all aspects of project planning and scheduling, cost estimating and monitoring, and quality review. Relies on extensive experience and judgment to plan and accomplish goals. Must have the ability to direct and coordinate a variety of professional disciplines to achieve project goals. Desired: Project Management Professional (PMP) Certification, DOE Experience, large campus/facility maintenance management experience. Experience in D&D activities.

**Security Manager:** Require a Bachelor Degree from an accredited university or college and 10 years of technical security experience or 15 years of related technical security experience. Must have expert knowledge of and experience implementing DOE security policies, procedures, Orders and Manuals to provide personnel security support, physical security support, information security support, cyber-security support and document review support. Must be able to: maintain a working relationship with the Federal, State, and local law enforcement to provide personnel and government property protection, and obtain and maintain a Department of Energy Q-Clearance. Desired: Experience with DOE and NRC security requirements, gaseous diffusion technology and declassification efforts.

## **II. QUALIFICATIONS OF PERSONNEL, NON-KEY**

The expected qualifications for personnel, other than those listed designated as Key Personnel on Section H and above are as follows:

**ES&H Lead:** Require a Bachelor's Degree in occupational health, safety, or a comparable scientific discipline, certified by related professional organization, and 10 years work experience in a safety oversight capacity. Must be familiar with DOE, state, and federal orders, guides, and regulations. Experience in D&D work environment.

**Maintenance Manager/Lead:** Require a Bachelor Degree in a technical field from an accredited university or college and six years of experience or 15 years of experience. Must have working knowledge of and experience with facility maintenance, roads and grounds upkeep and maintenance. Must be able to oversee general building maintenance and facility operational support; Oversee minor building modifications, custodial and subcontractor work.

**Project Controls Engineer:** Must have at a minimum a Bachelor's Degree in Construction Management, Engineering or related discipline and five or more years of experience with P6 Scheduling Software, Cobra working for Federal, Military, and commercial building maintenance and renovation projects, or 10 years of experience with P6 Scheduling Software, Cobra working for Federal, Military, and commercial building maintenance and renovation projects. Must be familiar with DOE Orders, and Cost Guides.

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**Senior Quality Assurance (QA)/Quality Control (QC) Specialist:** Must have at a minimum a Bachelor's Degree in Engineering or Science (or related field) from an accredited school and 10 years of QA experience on DOE projects. Requires expert knowledge of 10 CFR 830, Subpart A, developing and conducting assessments, and oversight of DOE contractor's QA programs. Requires ability to manage programmatic oversight requirements between sites in supporting field oversight personnel.

**System Administrator / IT Project Manager:** Bachelor's degree in computer science or information technology and 5 years' experience or 10 years' experience with network and server administration. Manage and lead a staff in the maintenance and operation of a computer system and network through installation new hardware and software on user's desktop and network wide, troubleshooting of systems, administration of shared resources, compatibility testing of software, etc. Knowledge of networking, Microsoft platforms, Linux and Cisco needed. Must be able to obtain and maintain a Department of Energy Q Clearance.

**System Administrator:** Bachelor's degree in computer science or information technology and 5 years' experience or 10 years' experience with network and server administration. Troubleshooting of systems, administration of shared resources, compatibility testing of software, etc. Knowledge of networking, Microsoft platforms, Linux and Cisco needed. Must be able to obtain and maintain a Department of Energy Q Clearance.

**Junior System Administrator:** 2-5 years' experience in supporting systems and users related to network, desktop and ancillary equipment operations and assisting with all phases of operations through installation new hardware and software on user's desktop and network wide, troubleshooting of systems, and administration of shared resources. Provide end user help desk support with knowledge of networking and computer operations. Associate's degree in computer science or information technology preferred. Strong familiarity with Microsoft platforms and networking needed.

**Database Administrator/Developer:** Bachelor's degree in computer science or information technology and 5 years' experience or 10 years' experience with network and server administration in the areas of database management systems, developing specific application code, design and development using Microsoft technologies and development of intranet sites. Must be able to obtain and maintain a Department of Energy Q Clearance.

**Senior Network Administrator:** Bachelor's degree in computer science or information technology and 7 years' experience or 15 years' experience in operating and maintaining a company- wide multi-site computer network to include troubleshooting, maintenance and updating of hardware/software on Microsoft, Linux and Cisco platforms, CCNA preferred. Must be able to obtain and maintain a Department of Energy Q Clearance.

**Network Administrator:** Bachelor's degree in computer science or information technology and 5 years' experience or 10 years' experience in operating and maintaining a company- wide multi-site computer network to include troubleshooting, maintenance and updating of hardware/software on Microsoft, Linux and Cisco platforms, CCNA preferred. Must be able to obtain and maintain a Department of Energy Q Clearance.

**Senior Cyber Security Specialist:** Bachelor's degree in computer science or information technology and 5 years' experience or 15 years' experience in network and server administration primarily in the design and security of computer networks and portable device security. Knowledge of networking, Microsoft platforms, Linux and Cisco needed. Knowledge of FISMA

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and methods and techniques federal compliance required, CISSP preferred. Must be able to obtain and maintain a Department of Energy Q Clearance.

**Cyber Security Specialist:** Bachelor's degree in computer science or information technology and 5 years' experience or 10 years' experience in network and server administration primarily in the design and security of computer networks and portable device security. Knowledge of networking, Microsoft platforms, Linux and Cisco needed. Knowledge of FISMA and methods and techniques federal compliance required, CISSP preferred. Must be able to obtain and maintain a Department of Energy Q Clearance.

**Record Management Lead:** Associate's Degree from an accredited school or a minimum of 5 years' experience in managing Government records in all formats throughout the records lifecycle. Must have experience with Federal laws, regulations and DOE requirements for the identification, maintenance and disposition of records; in particular scheduling of records utilizing the NARA-approved DOE Records Disposition Schedules. Must be able to obtain and maintain a Department of Energy Q Clearance Desired: experience with electronic records management system (ERMS).

**Safeguards/Security Specialist:** A minimum of 5 years' experience in DoD and/or DOE Technical Security, Must be knowledgeable, have proficient experience and relevant training for the applicable Security Specialist position, e.g. Physical, Personnel or Information Security Specialists. Well-informed of the applicable DOE orders and security requirements, nuclear operation considerations and tracking and conducting security assessments and training is essential. Experience with D&D activities.

**Derivative Classifiers/Derivative Declassifiers:** Degree in a relevant scientific or technical field or work experience as validated by the appointing official is required for that individual. Over 10 year experience working in association with gaseous diffusion enrichment operations and technology. Be trained and tested on (a) Classification Policies and procedures, (b) Classification Guidance [e.g., DOE O 475.2A, "Identifying Classified Information"; CG-PGD-5, "Joint NRC/DOE Classification Guide"; CG-SS-4, "Classification and UCNI Guide for Safeguards and Security Information"]. Be an UCNI Reviewing Official and trained on guides [e.g., CG-SS-4 and DOE O 471.1B, "Identification & Protection of Unclassified Controlled Nuclear Information"]. Recognize Official Use Only (OUO) and trained on guide CG-SS-4 and the DOE Order and Manual for OUO [DOE O 471.3, Identifying and Protecting Official Use Only Information, and DOE M 471.3-1, Manual for Identifying and Protecting Official Use Only Information].

**NOTE: Training Requirements:** All Derivative Classifiers and UCNI reviewers are required to pass classification and Controlled Unclassified Information (CUI) training courses with a Final exam/Certification test. Re-testing and certification is required every two (2) years or as directed by the DOE Office of Classification.

### **III. QUALIFICATIONS FOR EEOICPA CLIN**

For performance of PWS Section C.3.10, the Contractor shall provide the following minimum labor qualifications:

**EEOICPA Records Technician:** A minimum of 1 year of records management experience, plus a working knowledge of DOE requirements for EEOICPA verifications, claims processing, and

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EEOICPA-related records work. Database systems experience related to records management also required.

**EEOICPA Derivative Classifier:** Degree in a relevant scientific or technical field or work experience as validated by the appointing official is required for that individual. Over 10 year experience working in association with gaseous diffusion enrichment operations and technology. Be trained and tested on (a) Classification Policies and procedures, (b) Classification Guidance [e.g., DOE O 475.2A, "Identifying Classified Information"; CG-PGD-5, "Joint NRC/DOE Classification Guide"; CG-SS-4, "Classification and UCNI Guide for Safeguards and Security Information"]. Be an UCNI Reviewing Official and trained on guides [e.g., CG-SS-4 and DOE O 471.1B, "Identification & Protection of Unclassified Controlled Nuclear Information"]. Recognize Official Use Only (OUO) and trained on guide CG-SS-4 and the DOE Order and Manual for OUO [DOE O 471.3, Identifying and Protecting Official Use Only Information, and DOE M 471.3-1, Manual for Identifying and Protecting Official Use Only Information].

**NOTE: Training Requirements:** All Derivative Classifiers and UCNI reviewers are required to pass classification and Controlled Unclassified Information (CUI) training courses with a Final exam/Certification test. Re-testing and certification is required every two (2) years or as directed by the DOE Office of Classification.